



SOCIAL WORKER INSTITUTIONAL ADVANCED

CHARACTERISTICS OF WORK:

This is applied social work at the advanced professional level performed in a clinical setting. The work involves the application of social work techniques to the practical and emotional needs of patients in hospitals, clinics, or other settings, both medical and psychiatric. Employees in this classification provide difficult case management/casework services to patients and non-professional and semi-professional subordinates and provide consultation to medical and paramedical personnel. Emphasis of work is on the independent performance of difficult case management/casework services, or the provision of consultation in a program of considerable complexity. Incumbents may participate in staff and administrative planning, but do not normally have final responsibility for major administrative planning. General professional supervision is received from a clinical social worker at a higher classification or from an administrative official.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Must be licensed to practice Master's Level Social Work (LMSW or above) in the State of Mississippi.

Documentation Required:

Applicant must attach a copy of his/her current wallet-size Social Worker License.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit; walk; and stand. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult

circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Assessment: Collects information to determine a patient's needs and areas for assistance.

Gathers relevant data. Identifies, assesses, and analyzes data. Communicates effectively with patient and family. Prepares social histories by interviewing patients and families and making other necessary contacts. Appropriately documents information into treatment plans using proper grammar, punctuation, and content. Participates, along with psychiatrists and psychologists, in case conferences to diagnose the patient's condition, assess his/her potential for recovery or improvement, and develop a plan of treatment.

Treatment Planning: Participates in the treatment team process.

Attends and actively participates in the interdisciplinary treatment team process. Collaborates and communicates effectively with the team through patient observation and accurate documentation. Performs team duties assigned by the treatment team. Conducts patient education groups and reports to the team the patient's participation and progress. Writes goals and objectives that are appropriate for each patient. Communicates effectively with various members of treatment team (psychologist, doctors, nurses, etc).

Advanced Social Work: Provides social services to patients.

Participates in clinical treatment activities. Explains general medical and psychiatric recommendations to patients and families and obtains consent for surgery or other treatment. Counsels patient and family on adjusting to routines and life at the facility. Provides group and/or individual therapy to clients. Provides individual therapy to families.

Discharge Planning: Plans and coordinates patient aftercare arrangements to ensure a smooth transition into the community.

Maintains knowledge of Community Mental Health resources. Participates in psychosocial educational group. Helps discharged patients adjust to their return home either personally or by securing cooperation of local agencies. Prepares discharge summaries.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides social services to patients by acting as liaison between patient, family/guardian, and other agencies.
2. Assesses patients' needs and prepares plans and necessary documentation, including social work reports, for treatment, admission, discharge, and transfer of patient.
3. Assists in administrative planning.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares social history of patient after consultation with the patient, relatives, school, employers, physicians, and social agencies.

Participates, along with psychiatrists and psychologists, in case conferences to diagnose the patient's condition, assess his/her potential for recovery or improvement, and develop a plan of treatment.

Participates in planned treatment by activities such as: helping patients and their families understand the nature of the illness and treatment; assisting the patient and their family make adjustment in their interest; helping correct situations in the patient's home and environment that are detrimental to the patient's recovery and adjustment; enlisting the aid of other city resources as needed, such as schools, churches, and social agencies.

Helps discharged patients adjust to their return home either personally or by securing cooperation of local agencies.

Provides individual therapy to families.

Provides group and/or individual therapy to clients.

Serves on departmental/hospital committees as assigned.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.